



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 14, 2015  
**CC:** All Departments



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**Town Administrator:** Last week discussions continued with the MPD union negotiations team regarding terms for the new collective bargaining agreement. Select Board member Paul Punturieri, Jean Beadle and I attended a meeting with the directors of the Moultonborough Lions Club regarding their future plans for the building and their possible interest in a new community center if one is built. I sat in on the Milfoil Committee's meeting on Wednesday and heard about the committee's success in 2015 and their plans for 2016 to continue their good work on eradicating milfoil from the lakes and ponds in Town. I also sat in on a very successful workshop with the Planning Board and design team to review the proposed plans for the redevelopment of the beach and park area at States Landing. Staff work continues on the redesign and new format of the Town's website. Review of the Administrator's proposed FY16 budget with the Select Board and the Advisory Budget Committee continues on Friday December 18<sup>th</sup>.

**Finance:** Nothing to report this week.

**Assessor:** Vision Government Solutions is continuing the measure and list project for 2016. This week Vision personnel will be measuring the exterior of properties in the Governor Wentworth Road area (Route 109) and along Whittier Highway. They will attempt an interior list (review of interior features) - if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The warm weather allowed the crew time to trim trees at the Hauser Estates subdivision, and some seasonal housekeeping at Highway Garage and out buildings. Used oil barrels were marked for use in the used oil furnace, and also marked about 600 gallons for waste recycling. Agent Kinmond contacted 3 waste oil recycling vendors for pricing for disposals, which was collected on Friday. On Friday it was collected by a vendor for disposal. The crew worked on firewood for the wood boiler, and picked up the burn barrels at the Taylor property from the tree lighting ceremony. The crew made some sign repairs, and swapped sanders in preparation for trading one unit. Time was spent organizing and cleaning the garage, and working with the PD on storage of cruiser tires, mounting two spare tires for emergency use, and disposal of unusable tires. Agent Kinmond met with Fairpoint, NHEC, Town Engineer, and intersection improvement contractor to review the utility pole relocation at Old Route 109 and Far Echo. These pole relocations will cause some traffic pattern changes at the intersection as the swapping of utilities is expected to take 12 weeks and must begin as soon as possible to stay on schedule for early spring construction. They also reviewed with Fairpoint the buried cables at Wentworth Shores and Shaker Jerry Road intersection, where the buried

cables need to be lowered to stay out of the roadbed and drainage areas. Agent Kinmond also met with the Town Engineer and a local surveyor regarding a property on Driftwood Drive, regarding an alleged Town culvert discharge. It was determined that the silt amount is currently minimal, and most likely only occurs at high flow periods, and is the result from 20 years plus. It was also determined that relocating the culverts is not feasible, but a mitigation method could be to place a 30% barrier (sand bags) to hold the silt, which will require monitoring and maintenance. Agent Kinmond will communicate with the inquiring property owner about the meeting. Agent Kinmond and the Town Engineer also met regarding the WMF survey and the compactor layout for single stream. The Town engineer is putting together the design, RFP and cost estimate. Agent Kinmond prepared the 2015 Budget carry over memo for review and several Staff Reports for Town Engineer Task Orders.

Facility & Grounds Division: The grounds crew collected/disposed of recyclables, and did some seasonal clean ups. The new glass for the rink was installed. The Facilities Leader worked with the HVAC control systems vendor on reviewing the Town Hall thermostat systems and set up the new thermostat in the Town Clerk's office, and other system settings. The Facilities Leader and HVAC vendor also found that a large circulator for the PSB radiant floor was seized up and was removed and sent out for rebuilding. Upon the circulators reinstallation the staff and HVAC vendor will then isolate the leaking radiant loops and shut them off so the remaining radiant lines can be used. The Facilities Leader also installed cabinets and a counter-top in the PD's detectives' office for storage of tech. supplies. Highway staff and Facilities Leader off-loaded shelving for the Town Hall file maintenance project. The Facilities Leader also worked on the Highway Department lunchroom, and picked up the suspended ceiling track system for installation. Highway serviced the Zamboni for the season. The janitorial contractor was in at Highway Garage and PSB for doing seasonal VCT and carpet cleaning. The Facilities Leader worked with the technician from Fairbanks Scales to wire up the new exterior scale reader.

WMF Division: The Co-Managers reported that the Facility shipped 43 bales of plastics, and the crew has been doing a lot of general housekeeping at the facility. The Managers expect to ship scrap steel, and electronics in the next couple of weeks. The Town Engineer supplied a preliminary cost estimate for the single stream compactors, installation and site work to support same. Agent Kinmond has included this in his 2015 carry overs for the Finance Director, Town Administrator, and Board of Selectmen's review.

Moultonborough Police Department: The Moultonborough Police Department recorded 427 log entries, which included the following calls for service: 18 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 2 complaints, 6 MV Accidents, 5 MV Complaints, 8 residential alarms, 3 commercial alarms and 2 K-9 complaints.

Training: Dec. 10<sup>th</sup>, Sgt. Boucher attended Taser Recertification at Boscawen PD.

Moultonborough Fire Department: Year to date there has been 828 calls for emergency service. For the period of 12/4/15 to 12/10/15 there were 14 calls for service: (8) Medical Emergencies, (1) Motor Vehicle Accident, (1) Power Line Call, (1) Public Service Call, (1) Assist Invalid Call, (1) False Fire Alarm, and (1) Good Intent Call. MFR received automatic aid assistance on one call from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:00 minutes  
Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:00 min.  
Overall Average Day Time Manpower per incident: 4 Firefighters/Incident  
Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:26 minutes  
Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: 12/10 - Department meeting; 12/9 - Driver training on 15R3; 1 - Oil burner permit issued; 1 - Occupancy inspection; 1 - Fire & life safety code consultation; and 4 Requests for information.

**Office of Development Services Planning:**

Town Planner: Nothing to report this week.

Code & Health: Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Last Monday, MRD's Greetings from the North Pole event took place. Santa visited the Rec. Dept. and called 24 families to wish them a Merry Christmas and to be sure that the kids are all behaving. The Holiday Open House on Friday, December 11 was well attended. Close to 50 people filled the Rec. Dept for some great fun playing Minute to Win it games. After the games, patrons enjoyed a spread of various donated crock pot dishes before heading over to the Library for their open house festivities. On Saturday, December 12, Youth Basketball players in grades 3-6 participated in pre-season in-house games at MA and MCS Gyms, which were for practice and fun. Next Saturday, Youth Basketball will have the same format. Also last Saturday, MRD hosted a trip to see the Boston Pops at the Verizon Wireless Arena. This was a sold out trip and patrons surely were in the Christmas spirit by the end of the night. MRD still has openings for the Rec the Halls Vacation Camp that will run next week, Dec 21, 22, and 23. The program will offer full or half day camp at MCS. MRD is bringing back Bubble Soccer for grades 7-12. This Teen Night event will be on December 29, from 5:30-10 p.m. at MA. In addition to Bubble Soccer, there will be open gym activities, Wii games, pizza, and more. Registrations are now being taken for this event.

**Important Dates to Remember**

**Board of Selectmen's Meeting, December 17, 2015, 7 PM**

**Board of Selectmen's Budget Work Session, December 18, 2015, 8:30 AM**

**Merry Christmas, All Non-Essential Departments Closed, December 24 & 25, 2015**

**\*Staff Meeting, Tuesday – January 5, 2016, 9 AM\***